



**Town of Harpswell
Code Enforcement Office
Building/Land Use Permit Application**

Map _____ Lot(s) _____

(CEO Approval Sticker)

Conditions of Approval / Comments:

Permit Types(s) Requested:

- ☐ New Structure ☐ Addition ☐ Remodel
☐ Replacement ☐ Pier, Dock, Float, Wharf
☐ Accessory Structure ☐ Earth Moving/Filling
☐ Demolition ☐ Other _____

Impermeable Coverage % _____

COMPLETE APPLICATION IN ITS ENTIRETY

Owner Name: _____

Telephone Numbers: _____

Mailing Address: _____

Days: _____

E-Mail Address: _____

Nights: _____

Site Address: _____

Contractor Name: _____

Telephone Numbers: _____

Mailing Address: _____

Days: _____

E-Mail Address: _____

Nights: _____

Name of Contact Person: _____ **Phone #** _____

**Proposed
Property Line Setbacks**

Front _____
Left _____
Right _____
Back _____

**Proposed
Water Setbacks**

Wetland _____
Tidal _____
River _____
Stream _____

Type of Water Supply:

☐ Dug Well ☐ Drilled Well
☐ Community Well

Type of Septic System:

☐ Subsurface ☐ Holding Tank
☐ OBD ☐ Unknown

PROPOSED NEW CONSTRUCTION ACTIVITY:

Structure Dimensions: L _____ W _____ #Stories _____ Garage s.f. _____
 Basement s.f. _____ 1st Story s.f. _____ 2nd Story s.f. _____ Deck/Patio s.f. _____
 Structure Height: Present _____ Proposed _____ Other s.f. _____
 Number of Bedrooms: Present _____ Proposed _____ Shed s.f. _____
 Number of Bathrooms: Present _____ Proposed _____
 Total Impermeable Coverage*: Present s.f. _____ % _____ Proposed s.f. _____ % _____

*Include all non-vegetated land area: buildings, porches, sheds, driveways, parking areas, patios, etc.

Zoning District(s) Circle all that apply: Interior Shoreland Residential Commercial Fishing Resource Protection

Project Description

Describe your proposed activity. If applicable describe the type of building, length, width, height, number of stories, and proposed use. **Please include a floor plan.** Be thorough to avoid delays in review of your project.

Plot Plan on Page 4 must be completed & signed

Estimated Cost of Construction: _____ (mandatory for Assessing)

Nonconforming Structures
☐ Check here if not applicable

A. s.f. of portion of the structure which is less than the required setback _____	A. c.f. of portion of the structure which is less than the required setback _____
B. s.f. of previous expansions of portion of structure which is less than the required setback _____	B. c.f. of previous expansions of portion of structure which is less than the required setback _____
C. s.f. of proposed expansion of portion of structure which is less than the required setback _____	C. c.f. of proposed expansion of portion of structure which is less than the required setback _____
D. % increase of s.f. of actual and proposed expansions of the portion of the structure which is less than the required setback (% increase = $\frac{B+C}{A} \times 100$) A _____	D. % increase of c.f. of actual and proposed expansions of the portion of the structure which is less than the required setback (% increase = $\frac{B+C}{A} \times 100$) A _____

Modular and Mobile Homes
☐ Check here if not applicable

Year Made _____ Make _____ Model _____ Size _____
 Serial Number _____ HUD Certification Number _____
 Foundation Type & Size _____ Prestressed Concrete Pads Size _____
 Gravel Pad _____ Other _____

OWNER STATEMENT

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

I hereby certify that I understand that I MAY NOT start ANY part of my project without first receiving my permit and that if work is found to be started prior to receiving a permit, I will be subject to TRIPLE the normal cost of the permit.

Signature of Applicant _____ date _____
OR
Signature of Owner _____ date _____

Permit Fee: \$ 50.00
_____ Square Feet @0.30 \$ _____
_____ Square Feet @0.40 \$ _____

External Plumbing Fee: \$ _____
Flood Hazard Fee: \$ _____
Nonconforming Structure Fee: \$ _____
Planning Board Fee (if applicable) \$ _____
Amount Due: \$ _____
Date: _____

Fees: \$50.00 PLUS:
\$0.30 per square foot for structures **2000 ft² or smaller**
\$0.40 per square foot for structures **over 2000 ft²**

\$75.00 additional if the structure is nonconforming
\$50.00 Flood Hazard Fee

Annual Renewal: 50% of original permit upon showing of reasonable need for extension of time to commence

Additional fees may apply if Planning Board review is required

Triple fee if project started prior to receiving a permit

Inspections to be completed by Code Enforcement Officer

Map _____ Lot _____	Address: _____	
<u>Concrete Slab-on-Ground</u> Vapor Retarder, Construction	<u>Date/CEO</u> _____	<u>Date/CEO</u> _____
<u>Decay & Termite Protection</u> Decay & Termite	_____	_____
<u>Energy Efficiency</u> Insulation, R-Value, U-Factor, Fenestration	_____	_____
<u>Floor & Ceiling Framing</u> Spans, Bearings, Cutting, Notching, Headers, Support & Bridging	_____	_____
<u>Footing Environment</u> Environment, Width & Thickness, Placement, Surface & Step	_____	_____
<u>Foundation</u> Construction, Thickness, Backfill Height, Radon, Drainage, Waterproofing, <u>Radon System</u>	_____	_____
<u>Solar Panels / Batteries</u>	_____	_____
		<u>Interior & Exterior Finish</u> Gypsum Board, Interior Paneling, Exterior Weather Resistant Siding <u>Roof Covering</u> Shingle/Underlayment, Ventilation, Attic Access <u>Roof Framing</u> Construction, Truss & Tie-Down <u>Safety* for Final Inspection</u> Light & Ventilation, Glazing, Handrail, Smoke Alarm, Emergency Escape, <u>Radon Test*</u> <u>Sheathing</u> Underlayment, Subfloor, Structural Panel Subfloor, Plywood Wall & Roof, Particleboard <u>Wall Framing</u> Bearing Walls, Bracing, Fire-blocking, Headers, Cutting, Notching

Plot Plan / Erosion Control Measures

Page 4

Please be as detailed as possible. Include all present and proposed structures, wells, septic areas, driveways and location of erosion control method. Also include setbacks of structures to each other and lot lines.

SEE SAMPLE, NEXT PAGE.

Water Setback _____

Left Setback

Right Setback

Road Setback _____

OWNER STATEMENT OF ACCURACY AND EROSION CONTROL

I hereby attest that the above drawing and dimensions are correct to the best of my knowledge.

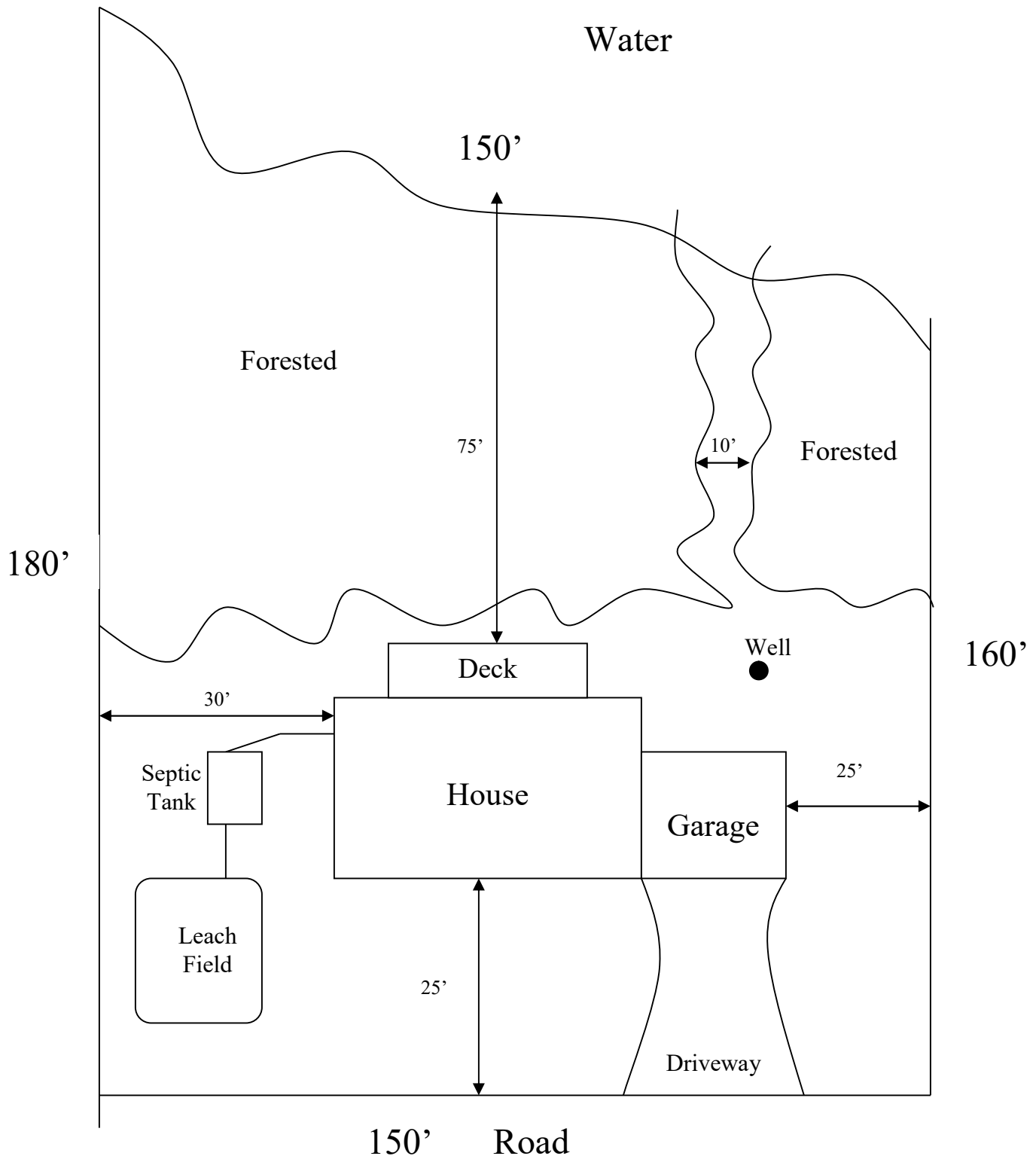
Before any soil is disturbed, I will properly install and maintain an erosion control barrier. This barrier will be adequate to prevent any soil erosion that may take place due to the construction project. The barrier shall remain in place until construction is complete and any disturbed area is re-vegetated and stabilized.

Signature of Applicant _____ date _____

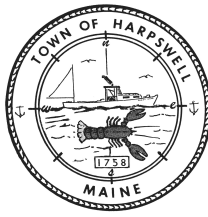
OR

Signature of Owner _____ date _____

Sample Plot Plan



This sketch is for representational purposes only. Refer to the Town of Harpswell Basic Land Use and Shoreland Zoning Ordinances for setback requirements, etc.



ENERGY COMPLIANCE CERTIFICATE

**THIS FORM MUST BE COMPLETED BY THE CONTRACTOR/HOMEOWNER
AND RETURNED TO THE CODE ENFORCEMENT OFFICE PRIOR TO
ISSUANCE OF CERTIFICATE OF OCCUPANCY**

	R-Value
CEILING/ROOF	
WALLS	
FOUNDATION (SLAB, BASEMENT WALL, CRAWLSPACE WALL AND/OR FLOOR)	
DUCTS OUTSIDE OF CONDITIONED SPACE	

	U-Factor	SHGC
FENESTRATION (WINDOWS, DOORS)		

	Type	Efficiency
HEATING SYSTEM		
COOLING SYSTEM		
SERVICE WATER HEATING		

	Yes	No
GAS-FIRED UNVENTED ROOM HEATER INSTALLED		
ELECTRIC FURNACE INSTALLED		
BASEBOARD ELECTRIC HEATER INSTALLED		

General Contractor or Insulation Contractor Signature

Date

Compliance standards set forth by International Energy Code Council (IECC)